



Senior Assessment Technician

Job Description

Department: Assessor
Position: Career Service
Grade: 503
Supervisory: Lead
Reports to: Varies

Summary

Performs a variety of support duties to expedite customer service, data entry, and record keeping responsibilities of the department. May be assigned to specific areas in real or personal property. This role has considerable knowledge of the policies, procedures, and laws affecting the work of the Assessor's Office and is capable of training and leading other Assessment Technicians.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Maintain strict confidentiality of information on personal property statements, documents, and accounts while performing various functions related to the accounting and collection of personal property taxes.
2. Receive and screen public visitors and phone calls by providing technical information and instruction to accurately complete forms and applications.
3. Calculate valuations based on schedules or other appropriate methods and review for errors, duplications, discrepancies, or miscalculations.
4. Research and respond to customer requests. Issue replacement documents as necessary.
5. Perform analysis to determine if secured value is sufficient to attach personal property tax to real property accounts including the valuation of manufactured housing for both real and personal property.
6. Identify recorder serial numbers to locate property parcel and create or update electronic record.
7. Receive results of field appraisals and input details. Generate reports to match and merge permits with appraisal records.
8. Research various sources of information to identify current operating businesses within the county.
9. Perform basic bookkeeping activities. Prepare and issue certificates or receipts for funds collected.
10. Organize and independently perform project work.
11. Perform various lead worker functions within assigned area. May train new hires and assist in monitoring and communicating work schedules and assignments.

For Office Use Only

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FLSA: Non-Exempt
Effective Date: 9/21/2018
Public Safety: No

Worker's Compensation: Clerical
Background Level: I
Safety Sensitive: No
DOT: No

12. Perform routine oversight and quality control of general office functions such as data entry, record keeping, and report generation.
13. Coordinate activities with businesses, other governmental entities, or citizens.
14. Type letters, statements, narrative and statistical reports, minutes, agendas, and other documents as required. Prepare correspondence and recurring reports for supervisor's signature or approval.
15. Scan images and documents to store, modify, and retrieve by computer.
16. Create and maintain organizational files and records. Maintain control files of matters in progress and follow up to ensure progression and completion of actions.

Knowledge, Skills, and Abilities

Knowledge of standard office practices

Knowledge of proper grammar, spelling, and punctuation

Knowledge of Assessor department policies, procedures, laws, codes, and regulations relevant to work performed

Skilled in reading, writing, and basic math

Skilled in operating standard office equipment

Skilled in word processing, data entry, and basic spreadsheets

Skilled in using various software programs unique to the Assessor's Office and/or Utah County

Skilled in basic bookkeeping

Ability to maintain cooperative working relationships with those contacted during work activities

Ability to communicate effectively verbally and in writing

Ability to understand and follow clear work instructions

Ability to distill relevant and useful elements from vast amounts of information

Ability to understand broad objectives and follow general instructions

Ability to train and lead others

Ability to multi-task

Supervisory Responsibility

This position has no direct supervisory responsibility, but does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift office supplies up to 25 pounds.

Position Type/ Expected Hours of Work

Incumbent must work 40 hours each week to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

This position requires up to five (5) percent travel, if any.

Required Education and Experience

1. High school diploma or equivalent.
2. Five (5) years of general clerical support work experience of which two years are directly related to the accounting and collection of property taxes.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Related degree from a college or university.

Additional Eligibility Qualifications

1. Selected applicants must pass a typing test at or above the rate of 40 WPM net
2. All incumbents must be bondable
3. Applicants must have completed and passed Utah State Tax Commission Courses 501 (Assessment Practice in Utah), 503 (Development & Use of Personal Property Schedules), and a two-day Uniform Standards of Professional Appraisal Practices course.
4. Selected applicants may be subject to and must pass a background check

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

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Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

HR Director _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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